

**BY ORDER OF THE COMMANDER  
ELEVENTH AIR FORCE**

**11TH AIR FORCE INSTRUCTION 13-206**



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**Space, Missile, Command, and Control**

**11 AF OPERATIONAL SUPPORT AIRLIFT  
(OSA) MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 13-2, *Air Traffic Control, Airspace, and Range Management*, and is used in conjunction with DoD 4515.13R, *Air Transportation Eligibility*, DoD 4500.43, *Operational Support Airlift*, USCINCPACINST 4630.4, *Air Transportation Eligibility Within US PACOM*, AFI 13-206, *Operational Support Airlift Management*, and PACAF 13-206, *PACAF Operational Support Aircraft Management*. It prescribes local detailed policies and procedures for requesting and using 11 AF OSA aircraft (C-12) within the Alaskan Theater and defines terms, identifies approval authority, highlights arctic gear requirements, and establishes transportation request guidance. This instruction is directive for all 11 AF units requesting OSA support (and for organizations requesting airlift by other Alaska-based OSA aircraft). It's not intended to be a single-source document for procedures contained in other directives or instructions, but attempts to reference other pertinent directives and instructions, where appropriate. This publication does not apply to the US Air Force Reserve or Air National Guard units and members. Refer recommended changes and questions about this publication to the office of primary responsibility using the AF Form 847, *Recommendation for Change of Publication*. Official records created as a result of this publication will be maintained in accordance with AFMAN 33-363, *Records Disposition Schedule*, Table 13-8, Rule 22, or other rules as applicable.

**SUMMARY OF CHANGES**

**This publication has been substantially revised and must be completely reviewed.** Added C-12 schedulers and missions with Priority/Urgency/Justification/Category codes of 24 or higher

to the operational support airlift validation and scheduling; included the 517th AS responsibilities; redefined the in transit visibility.

**1. Policies.** As authorized in PACAFI 13-206, paragraph 3.7.3, the 11 AF/CC has delegated approval authority to the 611 AOG/CC (designated representative is 611 AOS/AOO) for those flights which are non-controversial and routine in nature. The 611 AOG/CC also acts as approval authority for emergency airlift.

## **2. General Guidance.**

**2.1. Passenger and Cargo Movement.** All 11 AF units requesting passenger or cargo movement aboard OSA aircraft must submit requests to the 11 AF C-12 Airlift Validator. Due to varying mission and cost circumstances, Air Force members may travel aboard an OSA aircraft operated by the Air Force (C-12), Army (UC-35), or Army National Guard (C-12 and C-23). As the 11 AF Validator will make this determination, all requests must flow through him/her. Do not go directly to other service validators, as they will re-direct you.

**2.2. Space Required Travel.** In accordance with DoD 4515.13R, Chapter 2, only authorized travelers with valid travel orders may submit OSA transportation requests. Travel requirements for these space required passengers, along with urgent cargo shipments, are the primary factors considered when validating and scheduling OSA aircraft.

**2.3. Space Available Travel.** Personnel in permissive temporary duty (TDY) or leave status, as well as dependents and retirees, may travel aboard already-scheduled OSA aircraft on a space available basis. These categories of passengers do not receive consideration when validating or scheduling OSA missions. Space available passenger matters are handled through the local AMC passenger terminal (or base operations in its absence). **NOTE:** The passenger terminal or base operations must coordinate with the 517 AS/CXII or the aircrew prior to manifesting space available passengers aboard OSA missions.

**2.4. Spouse Travel.** Detailed rules and procedures for space required spouse travel are found in AFI 24-101, *Passenger Movement*. Requests for spouse travel must show there is an unquestionably official function in which the spouse/family member is actually to participate in an official capacity or it is deemed in the national interest because of diplomatic or public relations benefit the country. Approval authority for spouse travel for all members assigned within the 11 AF area of responsibility, to include the 11 AF/CC, is the PACAF/CC (or PACAF/CV in his/her absence). Approval authority for spouse travel for all members assigned to Alaskan Command (ALCOM) is ALCOM/CC.

## **3. Submitting OSA Airlift Requests.**

**3.1.** The 11 AF units desiring OSA airlift support will submit requests to 611 AOS/AOO using the DD Form 2768, *Military Air Passenger/Cargo Request*, which can be found on the Air Force forms website, as well as the 611 AOS public and intranet sites. Because of required signatures, the form must be hand-delivered or faxed (e-mails and telephonic requests cannot be accepted). Refer to paragraph 7 for OSA aircraft supporting Operation NOBLE EAGLE exercises.

**3.2.** Complete instructions for completing the DD Form 2768 can be found on the 611 AOS public and intranet websites. Specific questions with its completion may be referred to the C-12 Validator at DSN 317-552-1912.

3.3. Deliver (HQ 11 AF, Suite 222) or fax (DSN 317-552-3978) the completed DD Form 2768, and all applicable support documents (Invitational Travel Order's, DD Form 1381's, shipper's declarations for hazardous cargo, and so forth) to the attention of the C-12 Airlift Validator.

3.4. Transportation requests should be submitted as early as possible. Timing of a request is directly related to the probability of support. Transportation requests should be submitted no later than eight calendar days prior to date of travel. Requests received within 8 days receive the lowest priority and are supported on a first-come, first-served basis (unless extenuating mission circumstances exist).

#### **4. OSA Validation and Scheduling.**

4.1. Once a properly completed airlift request is received, the validator will staff the request in accordance with current DOD, PACAF, and local directives.

4.1.1. Considerations of mission description, airlift costs, and aircrew training are made prior to validating.

4.1.2. The validator assigns a Priority/Urgency/Justification/Category (PUJC) code for each valid travel request using the Priority/Urgency system outlined in PACAFI 13-206, Chapter 7, Priority, Urgency, Justification, and Category Codes.

4.1.2.1. Once a transportation request is prioritized, only the validator can adjust its priority. C-12 mission schedulers do not have authority to change a priority without validator concurrence.

4.1.2.2. Missions with PUJC codes of 24 or higher are considered emergency airlift support. These missions include, but are not limited to, support for inoperative radar/navaid equipment at remote sites, first response to environmental spills, and delivery of critical parts/personnel to repair inoperative fighter aircraft.

4.2. If the airlift request is validated and prioritized, the request is transmitted to the 517 AS/CXII for scheduling. They will advise the user of support or non-support (based on airlift availability) as early as possible, but not later than 24 duty hours prior to travel date. Status of airlift requests can be directed to the C-12 Scheduler by calling DSN 317-551-3095.

4.2.1. OSA aircraft are not typically available on weekends, holidays, or scheduled unit training days unless required to support a request with a PUJC code of 24 or higher.

4.2.2. Airlift missions will be scheduled only after critical training missions have been allocated. Published training may not be canceled to support a routine airlift requirement. In an urgent situation, scheduled training may be preempted to support a request with a PUJC of 24 or higher. The decision to preempt a scheduled unit-training day will be made by the 611 AOG/CC. The validator will inform PACAF/AMOCC of each training preemption.

4.2.3. C-12 schedulers will make every effort to consolidate transportation requests or shift aircraft departure times in order to accommodate individual requests in a cost effective manner, considering mission requirements and priority of requests.

4.2.4. Once an OSA transportation request is confirmed, changes to itinerary, mission departure times, numbers of passengers, or cargo weight can have a major impact on the

scheduled mission. Requesters must keep late changes to a minimum, as they may result in non-support of the mission.

4.3. If the airlift request is not validated or supported, the user will be informed as to the circumstance of why C-12 airlift cannot be used or scheduled. The requester will then be referred to the local traffic management flight (TMF) for other travel arrangements.

4.3.1. The alternate mode for travel to remote Alaska is via charter service. This costly transportation service is scheduled through Elmendorf's TMF, but only after verification of C-12 non-support. Users desiring to travel via charter must first obtain a non-validation statement from the 11 AF C-12 Validator or a non-support statement from the 517 AS/CXII Scheduler before Elmendorf TMF can arrange it.

**5. The 517 AS Responsibilities.** The 517 AS/CXII scheduler will provide the 611 AOS/AOO:

5.1. The next business day's flight schedule by 1400 the day prior.

5.2. A monthly maintenance and airlift forecast one week prior to the operating month. Weekly updates to this schedule will be sent out no later than Wednesday of the week prior.

**6. Baggage and Cargo Information.**

6.1. Baggage carried aboard OSA aircraft is limited to personal effects. Items not classified as personal are considered cargo and must comply with applicable regulations relating to packaging, documentation, and manifesting.

6.2. Because C-12 aircraft are space and weight limited, personal baggage is limited to 30 pounds per person. Deviations to this limit must be coordinated through the validator when submitting the airlift request.

6.2.1. During winter months (1 October through 15 April), passengers are strongly encouraged to wear or carry appropriate arctic clothing in accordance with PACAFI 11-301, *Aircrew Life Support (ALS) Program*. AFI11-2C-12, *Operations Procedures*, Vol 3, Chapter 10 gives C-12 aircraft commander's full responsibility to decide whether passengers without appropriate arctic gear may fly aboard a C-12 mission. The traveler is responsible for pre-coordinating arctic gear requirements with the 517 AS/CXII.

6.3. For units transporting cargo or excess baggage, the following planning limits may be used:

6.3.1. C-12F – 410 pounds during summer months (May through September) and 340 pounds during winter months (October through April).

6.3.2. C-12J – 1,000 pounds during the summer months and 900 pounds during the winter months. **NOTE:** Wintertime weight reductions are required to accommodate arctic gear for aircrews.

**7. Operation NOBLE EAGLE Missions.**

7.1. OSA aircraft (AF C-12 only) may be scheduled to support Operation NOBLE EAGLE (homeland defense) exercises. Requests will originate with 611 ANF/DOZ using the DD Form 2768 (even though passengers or cargo may or may not be carried).

7.2. The 611 ANF/DOZ will initiate approval-to-operate through 611 AOG/CC and 3 OG/CC interaction, along with C-12 Validator input, to ensure serious degradation of other missions will not occur.

**8. In Transit Visibility (ITV).** To assist combatant commanders with visibility of passenger and cargo information, manifesting agencies are required to utilize an authorized manifesting system to mechanize this information (that is, cargo movement operations system (CMOS) and global air transportation execution system (GATES). To aid this effort, the C-12 Validator will fax the Elmendorf and Eielson AMC Passenger Terminal's the dedicated passenger listings for missions transiting these sites. These listings will be faxed one duty day prior to operating date.

**9. Reports.**

9.1. The 517 AS/DOXO will provide a monthly recap of mission information for the monthly OSA Aircraft Usage Report no later than the 4th business day of each month.

9.2. The 611 AOS/AOO will prepare and maintain a monthly OSA Aircraft Utilization Report in accordance with PACAFI 13-206, Attachment 3, Sample Format, C-12/C-21/UH-1N Monthly Utilization Report/PAF-DOT(M)9707, and submit it to HQ PACAF/DOTT no later than the 7th day of the month.

**10. Information.** For questions concerning the 11 AF OSA scheduling, validation, or request process, contact 611 AOS/AOO at 552-1912 or 552-7384.

**11. Adopted Forms.**

AF Form 847, *Recommendation for Change of Publication*

DD Form 2768, *Military Air Passenger/Cargo Request*

CARROL H. CHANDLER, Lt Gen, USAF  
Commander

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

PACAFI 11-301, *Aircrew Life Support (ALS) Program*

AFI11-2C-12, *Operations Procedures*

AFPD 13-2, *Air Traffic Control, Airspace, and Range Management*

PACAF 13-206, *PACAF Operational Support Aircraft Management*

AFI 24-101, *Passenger Movement*

AFM 37-139, *Records Disposition Schedule*

DoD 4515.13R, *Air Transportation Eligibility*

DoD 4500.43, *Operational Support Airlift*

USCINCPACINST 4630.4, *Air Transportation Eligibility Within*

US PACOM, AFI 13-206, *Operational Support Airlift Management*

#### *Abbreviations and Acronyms*

**ITV**—In Transit Visibility

**PUJC**—Priority/Urgency/Justification/Category

**TDY**—Temporary Duty

**TMF**—Traffic Management Flight

#### *Terms*

**Distinguished Visitor (DV)**—Passengers, including those of foreign nations, in the rank of Colonel or GS/GM-15, and above, or other persons specifically granted status by the direction of 11 AF/CC, PACAF/CC, or higher authority.

**In Transit Visibility (ITV)**—The ability for commanders to view passenger and cargo details aboard DOD transportation assets. The Cargo Movement Operations System (CMOS) and Global Air Transportation Execution System (GATES) are used to manifest passengers and cargo. The information is subsequently fed through USTRANSCOM's Global Transportation Network (GTN) for ITV viewing.

**OSA Aircraft**—USAF C-12 aircraft assigned to the 517th Airlift Squadron (517 AS/CXII) and authorized to perform operational support airlift missions in accordance with AFI 13-206. OSA aircraft are also UC-35's assigned to USARAK and C-12 / C-23 aircraft assigned to the Alaska Army National Guard.

**OSA Mission**—USAF directed missions flown during peacetime, contingencies, and wartime. These missions include priority movement of passengers and cargo with time, place, or mission-sensitive requirements in support of command, installation, or management functions.

**Senior Officials**—OSA passengers in the rank of Brigadier General, and above, or civilian equivalents.

**Scheduler**—An individual within the 517 AS/CXII responsible for receiving, mission planning, and user notifications of validated airlift requests.

**Unit Training Day/Sortie**—Non-passenger carrying missions flown only to meet the requirements of flying training directives, as determined by the 517 AS/CXII. This training is deemed critical to maintain a qualified pilot force to operate the OSA program. The 517 AS/CC exercises control of unit training days and functional flight checks.

**Validator**—An individual appointed by the 11 AF/CC and authorized to receive OSA transportation requests and assign mission tasking to 11 AF OSA resources. The 11 AF C-12 Validator is assigned to the 611th Air Operations Squadron (611 AOS/AOO) and responsible for reviewing, validating, and assigning mission priority to each Air Force OSA transportation request within the Alaskan Theater.